

Community Involvement Document Workflow



Community Involvement Coordinator or Focal writes text for a Fact Sheet, Newsletter, or Post Card and forwards the draft text to team members and the Unit Manager for initial review.



Coordinators make necessary edits based on initial review by team members and Unit Manager. They then e-mail draft copy – and a Work Order – to the Desktop Publishing Specialist.



The DTP Specialist **creates and formats** the first draft (Draft “A”) in Adobe InDesign® and distills it to an Adobe PDF file.



The DTP Specialist watermarks the file as a draft and sends copies to the Coordinator and the Unit Manager for **review and editing**. The Specialist limits this correspondence to the Coordinator and Unit Manager.



The Coordinator submits draft to other team members for review.



Coordinator and Unit Manager gather comments, compiles a list of requested changes and sends the list to the DTP specialist. *Ideally, this cycle is repeated only **once**.*



- The DTP Specialist saves a new draft, and deletes the old draft of the file.
- The DTP Specialist makes all requested revisions delivers copies to the Coordinator and Unit Manager
- *Unless otherwise directed, the Coordinator, NOT the DTP specialist, distributes copies to team members.*



The Coordinator verifies changes and shows them to the rest of the team and gets input. The Coordinator requests any last minute changes/corrections from the DTP Specialist. The DTP specialist creates new draft makes changes, and sends new draft to the Coordinator.



The Coordinator *verifies that all requested changes have been made and then* releases the draft via e-mail with the specific wording “This document is authorized release on [date].” The DTP Specialist removes the word “Draft” from the filename and generates two PDFs.



Grayscale, high-quality PDF to be printed for surface mail.



Submits file to Mail Room for printing and mailing. (If small quantities, works directly with Project Coordinator to print and send out.)



Color, smaller file size PDF for Web and e-mail with clickable hyperlinks and searchable keywords.



Submits file to Coordinator for e-mailing. The Coordinator requests the R-10 Web Team to post the PDF if it meets EPA Web requirements.